

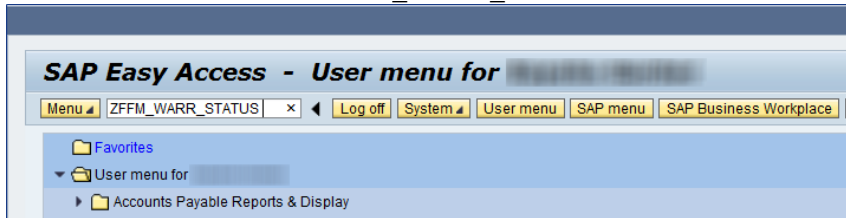


Warrant Status By Agency Report

This Job Aid describes the steps involved in transaction code ZFFM_WARR_STATUS. This t-code is available if you have the **AP – Accounts Payable Reports & Display** Security role, which is also included in all other AP Security roles. To request access, please contact your agency's Security Contact.

This report provides the status of payments by agency and should be run **daily** to list the warrants and Paymode payments that were generated in the previous night's payment run. This report can also display Payroll warrants if the user is assigned the appropriate Security role (listed on page 2 in the **Payroll Checks** description).

1. Enter the transaction code **ZFFM_WARR_STATUS** into the command field –Press **Enter**



2. Enter the **Paying Company Code** and applicable Business Area and any other desired criteria (see below for more information about available fields and other selections available) and press **Execute**.

NOTE: The **R/O/C** column in the table below represents Required, Optional, or Conditional entry.


Available Fields	R/O/C	Description									
Paying Company Code	R	The Paying Company Code for the State of Mississippi is SOMS .									
House Bank Account ID	O	The House Bank and Account ID fields can be used to filter for either warrants or Paymode payments (see below). If left blank, the report will include both warrants and Paymode payments. Paymode payments will display first and then warrants if left blank.									
<table border="1"> <thead> <tr> <th>Field</th><th>Warrant</th><th>Paymode</th></tr> </thead> <tbody> <tr> <td>House Bank</td><td>SMTR</td><td>PAYMD</td></tr> <tr> <td>Account ID</td><td>TREAS</td><td>PAYMD</td></tr> </tbody> </table>			Field	Warrant	Paymode	House Bank	SMTR	PAYMD	Account ID	TREAS	PAYMD
Field	Warrant	Paymode									
House Bank	SMTR	PAYMD									
Account ID	TREAS	PAYMD									
Business Area	R	Enter the four-digit Business Area (Agency Number in SAAS)									
Fund	O	Use this field to filter by specific fund number									
Bank Key	Leave Blank	Field not used for SOMS. Leave this field blank.									
Bank Account	Leave Blank	Use to filter by a specific Bank Account number. Leave blank to see all.									
Check Number	O	Use to look up a specific warrant by filling in the Check Number field.									
Currency	Leave Blank	Leave blank, as USD is only currency recognized in MAGIC.									
Amount	O	Use to filter by the payment amount									
Additional Heading	O	Use to enter a text as an additional heading for the list output									


Other Selections	R/O/C	Description
Payroll Checks (check box)	<input type="radio"/>	If the Payroll Checks checkbox is checked, the report will only show payroll warrants. This information is only available if the user has the Security role to view payroll information. The Security role AP – Payroll Warrant Status Reporting is required for authorization.
Warrants Report (Online) (radio button)	<input checked="" type="radio"/>	This is selected by default.
List of Outstanding Checks (checkbox)	<input type="radio"/>	Checking this checkbox will provide a list of warrants that have not been cashed by the recipient.
W/out line items (radio button)	<input type="radio"/>	If selected, only the first line of information is shown on the report.
With Line Items (radio button)	<input type="radio"/>	If selected, it provides additional details in a second line. This is selected by default.


Warrant Status By Agency Report


Menu Save as Variant... Back Exit Cancel System **Execute** Get Variant...


Warrant Selections

Paying Company Code to 

House Bank to 

Account ID to 

Business Area to 

Fund to 

☐ Payroll Checks

Agency Selection

☒ Warrants Report (Online)

☐ MDOT Warrants File (Batch)


General Selections Further Selections


General Selections

Bank Key to

Bank Account to

Check Number to

Currency to 

Amount to 

Output Control

☐ List of Outstanding Checks

Additional Heading

Items Paid

☐ W/out line items

Layout

☒ With Line Items

Layout

The output of this report shows the warrantnumber, posting date, vendor name, amount, etc. Specific types of warrants are assigned certain warrant number ranges:

- Payroll/Travel Vendor warrants – 7XXXXXXXXX
- Employee Payroll/Travel warrants – 8XXXXXXXXX
- Employee Payroll/Travel EFTs – 3XXXXXXXXX
- Payroll/Travel Vendor EFTsEFTs - 2XXXXXXXXX
- Accounts Payable warrants - 1XXXXXXXXX
- Accounts Payable EFTs (PayMode) - 30XXXXXXXXX

Below is the report view **With Line Items** radio button selected:

Warrant Status By Agency Report

Menu ◄ ◀ Back Exit Cancel System ▾ Details Sort in Ascending Order Sort in descending order Set filter Expand Collapse Local file... Mail Recipient Change layout... Select layout... Save layout...

State of Mississippi Jackson Company code SOMS Check Register 06/24/2016 / 14:34:08 User: JH517659 Page: 1

Bank Bank Key Account Number 39205 JACKSON

PayMode

Check number from to	Payment	Pmnt date	Crcy	Amount paid (FC)	Recipient/void reason code	Enca./void
Bus. Area Fund	DocumentNo Itm	Pstng Date	Crcy	Amount in FC	Disc. amount	Net amount
					Account No	WIR7_Reference
						Legislative Budget Authority
The report information will be displayed here.						

Below is the report view **W/out Line Items** radio button selected:

Warrant Status By Agency Report

Menu ◄ ◀ Back Exit Cancel System ▾ Details Sort in Ascending Order Sort in descending order Set filter Total Subtotals... Expand Collapse Spreadsheet... Local file...

State of Mississippi Jackson Company code SOMS Check Register 01/15/2015 / 17:15:47 User: KG576382 Page: 1

Bank PAYMD TRUSTMARK NATIONAL BANK 39205 JACKSON

Bank Key 0615390279

Account Number PAYMD

PayMode

Check number from to	Payment	Pmnt date	Crcy	Amount paid (FC)	Recipient/void reason code	Enca./void
		07/08/2014	USD	90.19		07/24/2014
* Payment method PayMode			USD	90.19		

Total of all entries Check Register 01/15/2015 / 17:15:47 User: KG576382 Page: 2

Check number from to	Payment	Pmnt date	Crcy	Amount paid (FC)	Recipient/void reason code	Enca./void
**			USD	90.19		

Drill down by double clicking the Check Number to Display Check Information in either view:

Warrant Status By Agency Report

Menu ◀ Back Exit Cancel System ▾ Details Sort in Ascending Order Sort in descending order Set filter Expand Collapse Local file... Mail Recipient Change layout... Select layout... Save layout...

State of Mississippi
Jackson
Company code SOMS

Check Register

06/24/2016 / 15:25:35
User:
Page:

Bank
Bank Key
Account Number

39205 JACKSON

Paymode

Check number	From to	Payment	Print date	Crcy	Amount paid (FC)	Recipient/void reason code	Enca./void				
Bus. Area	Fund	DocumentNo	Item	Print Date	Crcy	Amount in FC	Disc. amount	Net amount	Account No	WIR7_Reference	Legislative Budget Authority

The report information will be displayed here.

Display Check Information

Menu ◀ Back Exit Cancel System ▾ Check recipient Check issuer...

Paying company code: SOMS Payment document no.

Bank details

House Bank: PAYMD Bank Key:
 Account ID: PAYMD Bank Account:
 Bank name: TRUSTMARK NATIONAL BANK
 City: 39205 JACKSON

Check information

Check number: Currency: USD
 Payment date: 07/08/2014 Amount paid: 90.19
 Check encashment: 07/24/2014 Cash discount amount: 0.00

Check recipient

Name:
 City: ATLANTA
 Payee's country: US
 Regional code: GA

Drill down by double clicking the 2nd line in the **With Line Items** view to Display Document: Data Entry View.

Warrant Status By Agency Report

Menu ◀ Back Exit Cancel System ▾ Details Sort in Ascending Order Sort in descending order Set filter Expand Collapse Local file... Mail Recipient Change layout... Select layout... Save layout...

State of Mississippi
Jackson
Company code SOMS

Check Register

06/24/2016 / 15:25:35
User:
Page: 1

Bank
Bank Key
Account Number

39205 JACKSON

Paymode

Check number	From to	Payment	Print date	Crcy	Amount paid (FC)	Recipient/void reason code	Enca./void				
Bus. Area	Fund	DocumentNo	Item	Print Date	Crcy	Amount in FC	Disc. amount	Net amount	Account No	WIR7_Reference	Legislative Budget Authority

The report information will be displayed here.

Display Document: Data Entry View

Menu ▾ ◀ Back Exit Cancel System ▾ Display Another Document Select Individual Object Display Document Header Display Currency General Ledger View

Data Entry View

Document Number Company Code SOMS Fiscal Year 2015

Document Date 07/07/2014 Posting Date 07/07/2014 Period 1

Reference Cross-Comp.No.

Currency USD Texts exist ☐ Ledger Group

Co... Item PK SG Account Description Material Amount Curr. BusA BP Cost Center Fund Functional Area Funded Proj

The report information will be displayed here.

You can also **Export** the report as needed by clicking on **Menu→List→Export→Local File**.

Warrant Status By Agency Report

Menu ▾ ◀ Back Exit Cancel System ▾ Details

List ▶ Print (Ctrl+P)

Edit ▶ Export ▶ Word processing...

Goto ▶ Send to ▶ Spreadsheet...

Settings ▶ Local file... (Ctrl+Shift+F9)

System ▶ Exit (Shift+F3) Additional Functions of SAP Query

Help ▶

Account Number

You can also sort in ascending and descending order as well as change the layout.

Warrant Status By Agency Report

Menu ▾ ◀ Back Exit Cancel System ▾ Details

Sort in Ascending Order Sort in descending order Set filter Expand Collapse Local file... Mail Recipient Change layout... Select layout...

If needed, below are some additional helpful links in uPerform to assist with reporting:

[Exporting Reports](#)

[Filtering Reports](#)